

## **DID**

### **INVENTORIES**

To serve the functions of conservation and control, a running inventory will be maintained by the Superintendent's office on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his or her shop, laboratory, or classroom.

These inventories will be brought up to date in June before school closes. Two copies of the inventory will be filed with the building administrator. The October inventory is due by October 31, and the June inventory is due by the last working day of the school year.

**Adoption Date:** April 8, 1993  
**Amended:** September 11, 2008